



Kenai Harbor Commission

Regular Meeting

February 10, 2025 - 6:00 PM

Kenai City Hall - Council Chambers

210 Fidalgo Ave., Kenai, AK 99611

Telephonic/Virtual Information Below

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval

B. SCHEDULED PUBLIC COMMENTS *(Public comments limited to ten (10) minutes per speaker)*

C. UNSCHEDULED PUBLIC COMMENT *(Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

D. APPROVAL OF MINUTES

1. November 12, 2024 Regular Meeting Minutes..... **Pg. 3**

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. **Discussion/Recommendation** – Review work plan summary report from CY2024 **Pg. 5**
2. **Discussion** – Discuss work plan goals for 2025 **Pg. 7**

G. REPORTS

1. Public Works Director
2. Commission Chair
3. City Council Liaison..... **Pg. 15**

H. ADDITIONAL PUBLIC COMMENTS *(Public comments limited to five (5) minutes per speaker)*

I. NEXT MEETING ATTENDANCE NOTIFICATION – March 10, 2025

J. COMMISSIONER COMMENTS AND QUESTIONS

K. ADJOURNMENT

L. INFORMATION ITEMS

Registration is required to join the meeting remotely through Zoom. Please use the link below to register:

<https://us02web.zoom.us/meeting/register/m1nOGYwBTzW28kX1xDTAPw>

The agenda and agenda items are posted on the City's website at www.kenai.city. Copies of the agenda items are available at the City Clerk's Office or outside of Council Chambers prior to the meeting. Please contact the Public Works Director at 907-283-8236 for additional details.

****COMMISSIONERS, PLEASE CONTACT US IF YOU WILL NOT BE ABLE TO ATTEND THE MEETING****

**KENAI HARBOR COMMISSION – REGULAR MEETING
NOVEMBER 12, 2024 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE CHAIR JEANNE REVEAL, PRESIDING**

ACTION MINUTES

A. CALL TO ORDER

A Regular Meeting of the Harbor Commission was held on November 12, 2024, in the Kenai City Council Chambers, Kenai, AK. Vice Chair Reveal called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Vice Chair Reveal led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Jeanne Reveal, Vice Chair
Zachary Rohr

Lisa Gabriel, Chair (*electronic participation*)
Matthew Moffis

A quorum was present.

Also in attendance were:

Lee Frey, Public Works Director
Lisa List, Public Works Administrative Assistant
Sovala Kisenia, City Council Liaison
Shellie Saner, City Clerk

3. Agenda Approval

MOTION:

Commissioner Moffis **MOVED** to approve the agenda as presented. Commissioner Rohr **SECONDED** the motion.

VOTE: There being no objection; **SO ORDERED.**

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. August 12, 2024

MOTION:

Commissioner Moffis **MOVED** to approve the August 12, 2024 Harbor Commission minutes. Commissioner Rohr **SECONDED** the motion.

VOTE: There being no objection; **SO ORDERED.**

E. UNFINISHED BUSINESS – None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Harbor Commission Projects for the FY26-FY30 Capital Improvement Plan.

MOTION:

Commissioner Moffis **MOVED** to recommend City Council approval of the Harbor Commission Projects for the FY26-FY30 Capital Improvement Plan. Commissioner Rohr **SECONDED** the motion.

Director Frey gave a staff report from information provided in the packet, and provided information on current projects with funds already approved.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED.**

2. **Discussion** - Review and work plan goals and prepare a report for the council.

City Clerk Saner reviewed the purpose of the Commission Annual Report. Commissioner Rohr volunteered to draft the Harbor Commission Annual Report.

G. REPORTS

1. Public Works Director – Director Frey introduced himself and noted that he was available for questions.
2. Commission Chair – None.
3. City Council Liaison – Council Member Kisena reported on recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS – None.

I. NEXT MEETING ATTENDANCE NOTIFICATION – February 10, 2025.

J. COMMISSION QUESTIONS AND COMMENTS – None.

K. ADJOURNMENT

L. INFORMATIONAL ITEMS – None.

There being no further business before the Harbor Commission, the meeting was adjourned at 6:15 p.m.

I certify the above represents accurate minutes of the Harbor Commission meeting of November 12, 2024.

Meghan Thibodeau
Deputy City Clerk

SUMMARY OF REPORT



Harbor Commission Summary Report

The Harbor Commission approved its work plan for submission to the City Council during the August 12, 2024, meeting. This plan was subsequently approved by the City Council during their September 4, 2024, Council meeting.

Since the Council's approval, the Harbor Commission has not convened. The Commission intends to carry this approved work plan into the next calendar year to address the priority items outlined and selected within it.

MISSION STATEMENT



None

HIGHLIGHTS



None

ACCOMPLISHMENTS

None

EDUCATION AND OUTREACH

None



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Scott Curtin, Public Works Director
DATE: August 29, 2024
SUBJECT: Harbor Commission Work Plan

APPROVED BY COUNCIL

Date: 9/4/24

The purpose of this memo is to inform Council of the Harbor Commission's annual work plan goals and to indicate support for appropriate items. The goals are as follows:

- 1) Collaborate with DOT to assure future signage can be installed during the future Bridge Access road construction project.
- 2) Reduce fish waste at dipnet sites
- 3) Conduct Harbor Use Survey
- 4) Review the Waterfront Revitalization Plan and provide comments to Council
- 5) Parking for City Dock and Dipnet areas
- 6) Explore other sources of income at City Dock and North / South Beach
- 7) Review the 2030 Comprehensive Plan and provide comments to Council

While some of these goals have the potential of extending beyond the current purview of the Harbor Commission, at this early stage of gathering information for discussion, the administration is supportive of these preliminary goals.

As these goals are further developed and refined, the administration may have concerns on items that would require an increase to user fees, or items that would require additional burdens on staff time. These issues, if they arise, will be discussed further at a later date.

For the purposes of the current work plan, the Administration recommends Council's approval of the Harbor Commission's Work Plan. Council's support is respectfully requested.

INTRODUCTION

This area should include the advisory body's missions' statement and include a brief description of the overall purpose of the commission.

Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.

Instructions: In the space provided below, create a list of issues and goals (objectives) your commission would like to address in the upcoming year, your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority.

GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
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Objective No. _____ Objective: Signage Estimated Time to Complete: _____

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Colaborate with DOT to assure future signage can be installed during the future bridge access road custruction project.

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

It seems the city boat launch and docks area is very underutilized outside of the dipnetting window. Locals and visitors both love the veiws and the facilities. I think a good oportunity lies outside of the busy dipnetting window, Its a great place for activities and for a future entrance/ exit to the waterfront revitalization project. We know the DOT is in the design faze of bridge access rd, an effort should be made to increase signage; icons such as wildlife veiwing, boatlaunch, partking, photography, etc. These are frequent for other locations all around the state.

Collaboration: *(Who needs to be involved to obtain the objective?)*

DOT, Potenitally NOAA Fisheries, and or AWA?

Funding: *(Are funds available, or is funding needed in a future budget?)*

The funds needed for this would be very minimal.

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GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
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Objective No. _____ Objective: REDUCE FISH WASTE AT DIPNET SITES Estimated Time to Complete: DAYS

Strategy: (Provide a summary of tasks which need to be done to obtain the objective.)

FISH WASTE SHOULD BE DISPOSED OF PROPERLY IN BAGGED WASTE BARRELS
 PROVIDE ACCESS TO VOLUNTEERS WHO MAY PROCESS FISH DURING THE DIPNET SEASON
 FOR FISHERMEN.
 DISPOSE OF FISH WASTE @ LOCAL FERTILIZER PLANT

Narrative: (Describe the benefits to the residents and visitors of the City.)

FISH WASTE CAN CAUSE SAFETY CONCERNS IE BEARS, SHARP OBJECTS CAUSING
 INJURIES TO PEOPLE CAMPING ON THE BEACH, ODOR, AND GENERAL UNSIGHTLINESS

Collaboration: (Who needs to be involved to obtain the objective?)

CITY CAN SUPPLY BARRELS LABELED "WASTE"
 CITY CAN CONTACT FERTILIZER COMPANY TO ASSIST WITH DISPOSAL OF WASTE
 CITY CAN ADVERTISE FOR VOLUNTEERS WHO ARE WILLING TO PROCESS FISH
 FOR TIPS FROM CUSTOMERS OR PIECE RATE

Funding: (Are funds available, or is funding needed in a future budget?)

FUNDING WOULD BE MINIMAL, COST OF BARRELS & BAGS

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GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
Objective No. <u>2</u> Objective: <u>Conduct Harbor Use Survey</u>			Estimated Time to Complete: <u>9 – 12 months</u>

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

- 1) Review the 2019 survey where questions were focused toward commercial users.
- 2) Develop questions that are focused toward all users of harbor (dip net, recreational and commercial users).
- 3) What would harbor users would like to see or what could be improved.

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Meet needs of the users of the harbor and facilities.

Collaboration: *(Who needs to be involved to obtain the objective?)*

Director of Public Works & Harbor Commission. May need to have a work group within the Harbor Commission.

Funding: *(Are funds available, or is funding needed in a future budget?)*

Costs involved with using Survey Monkey, if there are any.

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GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
Objective No. <u>3</u> Objective: <u>Support City Council in moving Waterfront Revitalization Plan forward</u>			Estimated Time to Complete: <u>6 months to review plan</u>

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

- 1) Harbor Commission to review the August 2022 Kenai Waterfront Revitalization Assessment and if any updates review those as well.
- 2) After reviewing, provide input to council on findings and recommendations.

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Provide a reason for residents and visitors to come to Kenai.

Collaboration: *(Who needs to be involved to obtain the objective?)*

Harbor Commission, Director of Public Works and Council Liaison

Funding: *(Are funds available, or is funding needed in a future budget?)*

None other than hard copies of August 2022 Kenai Waterfront Revitalization Assessment

INTRODUCTION

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GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
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Objective No. <u>4</u>	Objective: <u>Parking for city dock and dip net areas</u>		Estimated Time to Complete: <u>12 months</u>
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Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Identify if there is a need to improve parking at city dock and expand to off-site parking.

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Reduce congestion during peak times.

Collaboration: *(Who needs to be involved to obtain the objective?)*

Harbor Commission, Director of Public Works and Parks and recreation Commission

Funding: *(Are funds available, or is funding needed in a future budget?)*

None

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GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
Objective No. <u>5</u> Objective: <u>Explore other sources of income at city dock and north and south</u>			Estimated Time to Complete: <u>12 months</u>

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Come up with ideas that could provide seasonal income with vendors providing services. Could include ideas such as

1. Drop off fish to be processed by vendors for processing at commercial facility. Dip netters could drop off catch with vendor thereby reducing fish cleaning at dock and on beach.
2. Vendor to provide remote parking with shuttle service

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Could make it easier for users during peak hours

Collaboration: *(Who needs to be involved to obtain the objective?)*

Director of Public Works & Harbor Commission

Funding: *(Are funds available, or is funding needed in a future budget?)*

None

INTRODUCTION

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GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
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Objective No. <u>6</u>	Objective: <u>Harbor goals in Imagine Kenai 2030 Comprehensive Plan</u>	Estimated Time to Complete: <u>6 months to review p</u>
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Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Review Comprehensive Plan to see if there are future improvements or goals

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Provide residents with long term vision of harbor

Collaboration: *(Who needs to be involved to obtain the objective?)*

Harbor Commission and City

Funding: *(Are funds available, or is funding needed in a future budget?)*

None



Kenai City Council - Regular Meeting

December 18, 2024 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 3****

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED ADMINISTRATIVE REPORTS

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker*)

D. UNSCHEDULED PUBLIC COMMENTS (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

E. PUBLIC HEARINGS

1. **POSTPONED TO 1/15/2025. Ordinance No. 3445-2024** - Decreasing Estimated Revenues and Appropriation in the Kenai City Municipal Roadway Improvement Capital Project Funds to Transfer Residual Balance from Completed Projects Back to Their Original Funding Sources, and Increasing Estimated Revenues and Appropriation in the Kenai City Water & Sewer, Public Safety, and Airport Improvements Capital Project Funds to Fully Fund Projects Approved in the FY2025 Budget. (Administration)
2. **ADOPTED UNANIMOUSLY. Resolution No. 2024-52** - Reinstating a Player Registration Fee for the City of Kenai City League Basketball to Support More Games During the Season. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2024-53** - Approving Extensions and Amendments to Two Agreements with the State of Alaska Division of Forestry and Fire Protection. (Administration)

F. MINUTES

1. *Regular Meeting of December 4, 2024. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Non-Objection to Renewal of a Beverage Dispensary Tourism Liquor License for Schilling Alaska, LLC DBA Uptown Motel/Louie's - License No. 1859. (City Clerk)
3. ***Action/Approval** - Non-Objection to the Renewal of a Marijuana Product Manufacturing Facility License and a Standard Marijuana Cultivation License for Red Run Cannabis Cultivators, LLC., DBA: Red Run Cannabis Cultivators, LLC. - License No.'s 19372 and 10052; and a Retail Marijuana Store License for Red Run Cannabis Company, LLC., DBA: Red Run Cannabis Company, LLC. – License No. 10056. (City Clerk)
4. ***Action/Approval** - Special Use Permit to Echo Lake Meats for Use of 20 Square Feet of Terminal Space at the Kenai Municipal Airport. (Administration)
5. ***Ordinance No. 3446-2024** - Accepting and Appropriating a Grant from the Alaska Food Coalition to the Kenai Senior Center. (Administration).
6. **APPROVED UNANIMOUSLY. Action/Approval** - Approving a Certificate of Acceptance Notice for Kee's Turn Subdivision. (Administration)
7. **WORK SESSION SCHEDULED FOR 1/16/2025 AT 6:00 P.M AT THE KENAI CHAMBER OF COMMERCE. Discussion/Approval** - Scheduling a Joint Work Session with the Kenaitze Indian Tribe. (Administration)

I. COMMISSION REPORTS

1. Council on Aging Commission
2. Airport Commission
3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Commission

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

1. City Manager
2. City Attorney
3. City Clerk

L. ADDITIONAL PUBLIC COMMENTS

1. Citizens Comments (*Public comments limited to five (5) minutes per speaker*)
2. Council Comments

M. EXECUTIVE SESSION

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

1. CIRCAC Director's Report

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

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Kenai City Council - Regular Meeting

January 15, 2025 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 3****

Action Agenda

A. CALL TO ORDER

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B. SCHEDULED ADMINISTRATIVE REPORTS

1. Kenai Tourism and Marketing Report, Inger Deede and John Papendieck, Agnew::Beck Consulting.

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker*)

D. UNSCHEDULED PUBLIC COMMENTS (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

E. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3446-2024** - Accepting and Appropriating a Grant from the Alaska Food Coalition to the Kenai Senior Center. (Administration).
2. **ENACTED UNANIMOUSLY. Ordinance No. 3447-2025** - Accepting and Appropriating a Grant from the State of Alaska, Division of Senior and Disabilities Services to the Kenai Senior Center for Disaster Emergency Planning and Preparation. (Administration) [KMC 1.15.070(d)]
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Enactment (Requires Five Affirmative Votes)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2025-01** - Authorizing the City Manager to Enter into a Restaurant Concession Agreement for the Kenai Municipal Airport. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2025-02** - Authorizing a Budget Transfer in the Municipal Roadway Improvements Capital Project Fund of Remaining Balances from Completed Projects to a New Project for City Dock Float Replacement and Concrete Ramp Repairs. (Administration)

5. **ADOPTED UNANIMOUSLY. Resolution No. 2025-03** - Amending the Authorized Staffing Table by Adding a Part-Time Administrative Assistant I Position to the Police Department. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2025-04** - Adopting Goals to Guide the Preparation of the Fiscal Year 2026 Annual Budget. (Administration)
7. **ADOPTED; RECONSIDERED; ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2025-05** - Authorizing a Contract Award to Supply Microsoft Enterprise Agreements. (Administration)
8. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2025-06** - Adopting the City's Capital Improvement Plan for Fiscal Years 2026-2030. (Administration)
9. **ADOPTED WITHOUT OBJECTION. Resolution No. 2025-07** - Requesting the Governor of the State of Alaska Designate by Proclamation the Area of the Upper Cook Inlet East Side Set Net Fishery as an Area Impacted by an Economic Disaster in 2024 and Supporting a Recovery Plan. (Askin)

F. MINUTES

1. *Regular Meeting of December 18, 2024. (City Clerk)

G. UNFINISHED BUSINESS

1. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3445-2024** - Increasing Estimated Revenues and Appropriation in the Kenai City Municipal Roadway Improvement Capital Project Funds to Transfer Residual Balance from Completed Projects Back to Their Original Funding Sources, and Increasing Estimated Revenues and Appropriation in the Kenai City Water & Sewer, Public Safety, and Airport Improvements Capital Project Funds to Fully Fund Projects Approved in the FY2025 Budget. (Administration) *[On 12/18/24 this item was postponed to 01/15/25]*

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Non-Objection to Renewal of a Club Liquor License for Kenai Elks Lodge #2425 DBA Kenai Elks Lodge #2425 - License No. 5644. (City Clerk)
3. ***Action/Approval** - Non-Objection to Renewal of a Restaurant/Eating Place Liquor License Jersey Subs AK LLC DBA Jersey Subs - License No. 5900. (City Clerk)
4. ***Action/Approval** - Council Confirmation of Mayoral Nomination of Dominick Sarte to the Harbor Commission. (Gabriel)
5. ***Action/Approval** - Council Confirmation of Mayoral Nominations of Marti Pepper and Bridget Grieme to the Parks and Recreation Commission. (Gabriel)
6. ***Ordinance No. 3448-2025** - Amending Kenai Municipal Code Section 14.22.010 - Land Use Table, to Allow Airports as a Principal Permitted Use in the Airport Light Industrial Zone. (Administration)
7. **SCHEDULED FOR 2/5/2025 AT 5:30 P.M. Discussion/Action** - Scheduling a Board of Adjustment Meeting for the Purpose of Approving Hearing Minutes. (City Clerk)

I. COMMISSION REPORTS

1. Council on Aging Commission
 - Council on Aging Commission 2024 Annual Report
2. Airport Commission
3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Commission

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

1. City Manager
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3. City Clerk

L. ADDITIONAL PUBLIC COMMENTS

1. Citizens Comments (*Public comments limited to five (5) minutes per speaker*)
2. Council Comments

M. EXECUTIVE SESSION

1. City Clerk Contract Renewal Discussion and Negotiation. *[AS 44.62.310 (c)(1)(2) May be a subject that tends to prejudice the reputation and character of the City Clerk and is a matter of which the immediate knowledge may have an adverse effect upon the Finance of the City.]*
 - a. **Action/Approval** - Council Action Related to the City Clerk Contract Renewal.

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

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